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DORRIS LIBRARY BUILDING PROGRAM

OVERVIEW AND INTRODUCTION

Butte Valley is an isolated area that covers roughly 600 square miles. Its largest town is Dorris, which has a population of 860. The population of the area, calculated by combining the populations of the zip codes 96023 and 96058, is 1962. This very isolated area provides fresh air, scenic beauty, and abundant wildlife to its few residents, but not prosperity or an abundance of services.

The economy of the Butte Valley area is dependent on government employment, some small businesses, and ranching and agriculture. Fortunately, Butte Valley has deep wells, so agriculture is not as affected by droughts and restricted river flows as the Tulelake area east of Butte Valley.

The nearest area that offers full service businesses, including grocery stores and restaurants, is Klamath Falls Oregon, which is 20 miles north of Dorris. Unfortunately, access to many government services is available only in Weed, which is 50 miles away, or Yreka, which is 65 miles. The center of the valley is 325 miles south east of Portland, Or.; 350 miles north of San Francisco and 23 miles south of Klamath Falls Oregon.

The population of Butte Valley is less educated than Siskiyou County as a whole, and less than the state of California and the nation. Nearly 14 percent of its residents speak English with less than total fluency. Currently, the Butte Valley Unified School District offers all of the educational services available in the area, including adult education and literacy programs. The current Dorris Library provides the most basic library services, but cannot respond to other community needs due to total of space.

The first town in Butte Valley was Picard, which was established in the 1890's. Ranching and settlement had been taking place in the valley since the 1860's. Dorris, which was incorporated in 1908, after the railroad had been built, was four miles away from the Picard site. Several buildings, including a general store, a church, a saloon and a stable, were moved from Picard to Dorris. The church, now called the Church of the Nazarene, is still standing. The general impression of a Western ranching community that began in the 1800's is still very evident in the City of Dorris. Its current City Hall was built in 1935 to replace an earlier one that burned down. It was built with WPA funds, and has the permanent, well built look of that era. It is built of stone, with a large and attractive wood paneled community room that unfortunately is drafty and has poor acoustics. The western and frontier impression the town gives could be a thematic element for the library, but the more modern schools and churches in the vicinity of the library should also be considered.

NEED FOR A LIBRARY

The current Dorris Library was built in 1959 for a total cash outlay of \$857, plus volunteer labor and donated materials. It has not been remodeled since. In an area of only 400 square feet, the library is extremely crowded and dismally inadequate. Although it has seating for seven people, if aisles were legal it could only provide seating for two. The two public access computers that are available do not meet demand, and they make it difficult for patrons use the materials that are shelved beside them. The shelves are filled, but the collection of 3200 items is too small to meet the needs of Butte Valley residents. As a result of its inadequacies, the library is underutilized. People who can afford to go to Klamath Falls or other towns use libraries there. Others just do not use libraries at all.

Butte Valley residents have expressed interest in many services that the library would provide, if it had space.

TIMETABLE FOR THIS PROJECT:

Donation of property and pledge for partial funding By California Oregon Telecommunications	March 2002
City Council decision to build a new Library	April 2002
Designation of a Library Building Committee	May 2002
Needs Assessment by Building Committee and library staff	June through December 2002
Grant applications by City of Dorris	November 2002 – November 2003
Architectural firms interviewed and one selected	December 2002
Schematic designs completed, plus geotechnical report, CEQA documentation, etc.	March 2003
Grant application to the California State Library due	March 28, 2003
Notification of grant acceptance	August 2003
Design development completion	November 2003
Working drawings 90% Completion	January 2004
Construction documentation complete	March 2004
Bid advertisement	March 2004
Start of Construction	May 2004
Midpoint of construction	August 2004
Completion of Construction	December 2004
Opening of the library to the public	January 2005

RELATIONSHIP TO THE ARCHITECTURAL DESIGN PROCESS

The Library Building Program has been carefully constructed, based on standard requirements for public libraries. The architectural design process should conform to the specifications given in this document as closely as possible. The Library Building Committee is agreed that Dorris can benefit greatly from a new library of approximately 3200 square feet that includes a Multipurpose Room that can also be used as a Homework Center. The Committee looks forward to a library that is inviting, easy to use, manageable for one staff person, and designed to meet the needs of Butte Valley residents.

Library Building Team Members

- Ed Traverso, School Superintendent for the Butte Valley School District (also a City Council member)
- Shirley Kerwin, City Council member
(The City Council members attend meetings as they can, and share the responsibility)
- Shelly Traylor, City Clerk
- Carol McKay, City Administrator
- Gloria Garza and Graciela Ramirez, two representatives of the Hispanic community who have children in Butte Valley schools
- Curtis Hogan, a local builder, who has children in the Butte Valley schools
- Morgan Jordan, Library Branch Manager
- Pat Harper, County Librarian
- Karen Hensley, President of the Butte Valley Friends of the Library (other members occasionally attend also)
- Marjorie Hazelwood, former City Council member who represents seniors

The Library Building Committee members met three times to work together on the Needs Assessment for the project, and consider the results of the Needs Assessment activities as they relate to the building. Members of the Committee plus one Butte Valley Friends of the Library member, Wayne Eddy (a contractor) met to interview architectural firms and recommend their selection to the City Council.

The Library Building Committee has also submitted two grants for matching funds to help pay for the new library. One went to the Jeld-Wen Foundation and one to the Ford Family Foundation.

One member of the Library Building Committee, Pat Harper, visited three new libraries in Jackson County, Oregon, and shared the floor plans for those libraries with Library Building Committee members. They agreed that the Applegate Library was an appropriate floor plan to use as an example of a small library that includes the elements needed in the Dorris Library.

GENERAL REQUIREMENTS OF THE LIBRARY BUILDING

This public library facility will serve many purposes for Butte Valley residents. They will visit the library to borrow books, educational materials, and recreational videos, CD's, etc. The library will also be a center for adult education programs, preschool programs and after school activities for students. The library's function as a place just to spend time is essential in the Butte Valley area, where there are few gathering places. This function is expected to be particularly important to senior citizens, families with preschool children, and young adults.

The library building should be designed with an emphasis on quality of materials, permanence and low maintenance. The design should be inherently attractive and appropriate to the surrounding area, resulting in a building that will be a source of community pride.

The library will include a Multipurpose Room that serves as a Homework Center during designated hours. This room will contain four computer workstations, but should also be useful for other educational programs, cultural programs, general meetings, and informal gatherings. The Multipurpose Room should be very pleasant, with natural lighting and attractive but extremely durable carpeting.

The building should be located on the site in a way that makes the entrance obvious from Third Street, but also takes advantage of the views of Mt. Shasta to the south and the fields and mountains to the west. Adequate parking needs to be provided.

Occupancy

Staffing for the Dorris Library will initially include one part time Branch Library Assistant. She will be assisted by various volunteers, but generally not more than two at any given time. The Multipurpose Room and Homework Center will include one to four School District staff members or volunteers when it is functioning as a Homework Center.

The Multipurpose Room should allow for a maximum-seated occupancy of 30 people. The main area of the library should allow for one person per 50 square feet of reading room area and one person per 30 square feet of stack area.

Type and Size of Collections

The proposed collection size for the new Dorris Library is 9,704. This collection size is based on the Needs Assessment, Wisconsin Public Library Quantitative Standards, other states' standards, and comparison to libraries in Siskiyou County that serve similar populations. The collection places more than usual emphasis on materials in Spanish plus materials for entertainment. These areas

were identified through the Needs Assessment process as being particularly important in Butte Valley.

Flexibility and Expandability

Although high population growth is not expected in Butte Valley, the library building should allow for expansion of seating, the collection and possibly staff space. The library's philosophy is to keep its collection weeded and up to date rather than make it continually larger, so expansion of branch libraries for larger collections is not a priority.

Staff Efficiency

This library will be staffed by one person, plus volunteers. It is essential that this staff person can assist patrons at the Circulation Desk while also being able to monitor activities elsewhere in the library. She will also need to be able to assist patrons at computers without going far from the main desk. The staff and volunteers need a workroom that is conveniently located where they can discuss work issues in private, use a phone out of the public area, and take care of clerical work. The workroom should allow them to view activities in the library from a glass panel.

The staff also needs convenient access to the Multipurpose Room and kitchenette. She may sometimes need to monitor activities occurring in those areas, and may need to access them for other reasons.

Energy Efficiency

Ongoing costs are a serious consideration for the Dorris Library, and energy conservation should be a high priority for this building. In addition to optimizing energy use through building orientation, use of daylight, and insulation, the HVAC, electrical and lighting systems should be chosen with efficiency as a major factor. The climate in Dorris is dry and windy, with long cold winters and fairly moderate summers. Some windows should be operable to allow fresh air into the building.

The design should also address the following:

- Double-glazing at all windows
- Solar orientation
- Shade overhangs
- Vestibules
- Earth berming
- Solar gain
- Separate heating and cooling controls for the Multipurpose Room
- Occupancy sensors for lighting systems

The comfort level of the library is to be set at 68° to 70° during heating and 74° to 78° during cooling for energy savings. Relative humidity should be maintained at 30 – 60% and ventilation at 10 to 12 cubic feet per minute.

Fenestration

Butte Valley is a beautiful area, with vast expanses of open lands enclosed by more distant mountains, including Mt. Shasta. The Dorris Library can and should have windows that provide views of the fields and mountains. Natural daylight is also highly desirable to provide a pleasant ambience and reduce the need for artificial lighting.

In a library, however, windows need to be planned carefully for the following reasons:

Windows cannot interfere with the shelving layouts. High windows above shelving can be effective.

Sunlight can cause deterioration of books and furnishings

Glare can make reading and computer use difficult

Intense concentrations of light in one area may make other areas appear darker by contrast

Where western or southern windows are used, mechanisms need to be in place to block or reduce the effects of the sun. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

FINISHES.

Finishes in the library need to be chosen for style, durability, ease of maintenance and resistance to vandalism.

Except as noted for specific areas, all finishes should meet the following criteria:

CEILING: Acoustical tile

WALLS: Paint (Latex semi-gloss recommended), Sisal, Vinyl or Fabric wall covering; corner guards for columns and walls; Hanging track; vinyl or carpet cover base.

FLOOR: Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or floor tile around any water fountains.

Access for the Disabled

The library must be accessible to all patrons, and meet all California Title 24 requirements, as well as Federal ADA guidelines. In addition, the Needs Assessment done in Butte Valley shows that concern for disabled access is particularly strong in that community. Every effort should be made to be sure accessibility is carefully considered.

All shelving areas must meet the following criteria:

The Collection and Seating Areas must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Tables provided for patron use must meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Acoustics

Because one staff person may manage the Dorris Library, the main part of the library must be one room. Since at times children, young adults, adults and seniors may all be using the library, noise will be an issue. Every affordable method for noise reduction should be considered. Possibilities to be considered include:

- Changes in ceiling height and configuration
- Textured wall coverings
- Acoustical banners
- Acoustical dampers in ductwork
- Avoidance of smooth, hard surfaces

HVAC

Energy efficiency, minimal maintenance and a comfortable environment should be the main criteria for determination of HVAC systems. The building is so small that is assumed one thermostat can govern the public area. The Multipurpose Room should be on a separate system, however, to make it possible to heat and cool that area separately when the library is closed, and vice versa.

It is assumed that HVAC units will be ground mounted. They should be vandal proofed and hidden from view. They must of course meet all state and local codes.

HVAC vents should be located to avoid drafts on occupants, and should be baffled as needed to reduce noise in the library.

Illumination

Adequate, non-glare lighting is essential to a successful library. Preferably, the lighting will be zoned so that a portion of the fixtures can be turned off, or turn off automatically, when adequate natural lighting is available.

Except where noted for specific areas, all areas of the library should meet the following lighting criteria:

In Book stacks	30 foot candles vertically at 30 inches above the floor
(The book stacks must be illuminated evenly from top to bottom, without glare or shadows)	

In public reading areas	30 fc minimum, 50 preferred at task level
Staff work areas	70 fc at task level
Utility/Service areas	20 fc at task level

Security and emergency lighting systems also need to be incorporated into the building's design.

Power and Data Communications Requirement

POWER

Designing the library with appropriate power and data sources for present and future needs requires particular attention. Power must be available at all staff and patron workstations, and public seating areas. In addition, any open spaces that could in the future accommodate additional workstations or seating should have power conveniently available.

The Multipurpose Room and Homework Center must have power outlets available along three walls, and down the center of the room.

DATA COMMUNICATIONS

Telephone connections should be available at the Circulation Desk, in the Staff workroom, and the Multipurpose Room and Homework Center. The Circulation Desk and Staff Workroom should each have the capability of accessing two phone lines.

The library will open with two DSL lines to provide Internet access for its public access computers and Homework Center computers. Cat 5 cabling will connect the computers within the library. In addition to connecting the existing computers, the library will have connections available for patrons to plug in laptop computers if they wish to.

Wireless and cable network connections are not available in Dorris at this time. If they become available, or if other technology superior to DSL is available at a reasonable cost, the library will use that technology.

The library will also have a 56k dedicated line to connect staff computers to the county's wide area network, unless a better option becomes available. All routers, hubs, and other controlling hardware for the networks will be kept in the Staff Workroom.

Security Systems

The building should be designed to meet all applicable regulations for fire and safety codes. Adequate exits must be provided. Exterior building

lighting and parking lot lighting should be provided to assure safety. A sprinkler system is required.

Vandalism of the library after hours should be considered a minor concern. Glass windows and doors should be strong enough to resist breakage.

The Dorris Library will not have a theft detection system. Protection of the library's materials will depend primarily on the proximity of the library's Circulation Desk to the front and rear library entrances. If the rear entrance is not close to the Circulation Desk, then it needs to be an emergency exit only, with an alarm.

The library staff will supervise activities in the library primarily while stationed at the Circulation Desk. Good sight lines are particularly important from there to the Children's Area, the Young Adult Area and the Browsing Area (which includes the library's public access computers).

When the library is open but the Multipurpose Room is vacant, the doors to it should be locked to prevent unauthorized use.

Signage

The library interior needs to have an integrated system of signage that identifies major areas of the library. The specific signs needed are:

FICTION
BOOKS ON TAPE AND CD
CHILDREN'S PICTURE BOOKS
CIRCULATION DESK
YOUNG ADULT AREA
JUVENILE FICTION AND NONFICTION
NEW BOOKS
NONFICTION
PUBLIC ACCESS COMPUTERS
SPANISH LANGUAGE MATERIALS
VIDEOS

These directional signs must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

The Multipurpose Room and Homework Center should have signage that designates it as the "COMMUNITY ROOM".

Changeable signs that designate collection areas (for example, FICTION, A-F) are also required at the ends of the book stacks. All ADA requirements for signage must be met.

A community bulletin board should be included in the library entrance, and a donor wall should be prominently displayed in the entrance or close to it.

Exterior signage may be on the building itself, or near the parking lot entrance.

Audiovisual Systems

The library Multipurpose Room and Homework Center should include the following items to meet the multimedia presentations that may take place:

Projection Screen, Wall Mounted	1
Projector, Portable AV & Computer LCD/DLP	1
White Board (wall mounted)	1

The following items may be kept in a storage area next to the Multipurpose Room:

Cabinet, AV Equipment	1
DVD Player	1
Laser Pointer	1
Microphone, Table	1
TV Monitor, 20"	1
Video Cassette Player/Recorder	1

Visual supervision

In this very small library good sight lines are essential. A staff person or volunteer should be able to see most areas of the library from the Circulation Desk, but particularly the Library Entrance, the public access computers and the Children's Area. She should also be able to monitor activities in the Multipurpose Room to a limited extent, and be able to observe anyone who might go from the public area to the staff area of the library.

MASTER LIST OF FURNITURE AND EQUIPMENT

This is the list of furniture and equipment the library expects to include in the new Dorris Library. The designated area for each item is given in the Building Program Space Details.

Back To Back Double Study Carrel	1	Kitchen Unit	1
Bar Code Reader, Fixed Mount	2	Ladder, Step	1
Book Bin, Depressible	1	Laser Pointer	1
Book Truck	2	Mat, Anti-fatigue	1
Bulletin Board	1	Microphone, Table	1
Cabinet, AV Equipment	1	Microwave Oven	1
Cabinets, Above Counter (Lockable)	4	Mirror, With Shelf	2
Cabinets, Below Counter (Lockable)	4	Mop Bucket	1
Cabinets, Full Height (Lockable)	1	Paper Cutter	1
Carrel, Pinwheel - Six Position	1	Paper Towel Dispenser	3
Case, In-Wall Display	1	Printer, Laser (B&W)	1
Chair, Child's	4	Projection Screen, Wall Mounted	1
Chair, Juvenile Lounge	1	Projector, Portable AV & Computer LCD/DLP	1
Chair, Lounge	2	Rack, Literature Display Handout	1
Chair, Lounge	2	Recycling Bin	1
Chair, Meeting Room - Stacking	30	Shelving, Industrial	5
Chair, Reader's	10	Sign, Announcement	1
Chair, Rocking	1	Sink And Counter	4
Chair, Task	2	Sink, Mop	1
Chair, Technology Workstation	6	Soap Dispenser	3
Cleaning Cart	1	Stall	3
Clock	3	Stool, Kick-Step	6
Coat & Hat Rack	1	Table, Café	1
Coffee Maker/Urn	1	Table, Children's	1
Commode	3	Table, End	1
Computer, Public Desktop	6	Table, Meeting Room	5
Computer, Staff Desktop	2	Table, Reader's	1
Copier, B&W Countertop	1	Technology Counter	4
Desk, Clerical	1	Telephone Handset	3
Diaper Changing Counter	2		
Dolly, Chair	1		
Dolly, Table	1		

Donor Recognition Wall	1	Toy Bin	1
Drinking Fountain	1	TV Monitor, 20"	1
DVD Player	1	Urinal	1
FAX Machine, Desktop	1	Video Cassette Player/Recorder	1
File Cabinet, Vertical (Four Drawer)	1	Waste Basket	8
First Aid Kit	1	White Board	1
Hand Dryer	2	Workstation, Circulation Check-Out Desk	1
Hot Water Urn	1	Workstation, Food Preparation Counter	1

SHELVING REQUIREMENTS FOR THE LIBRARY:

36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	7
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	1
36" Aisle SF 42"H Steel Shelving W/ 3 Shelves	4
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves (Magazine shelving)	2
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves Including appropriate shelving for CD's & DVD's	15
36" Aisle SF 84"H Steel Shelving W/ 5 Shelves	2
36" Aisle SF 84"H Steel Shelving W/ 6 Shelves	27
Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelves	2

SPATIAL RELATIONSHIPS

The preferred relationships of the various spaces in the library to one another are given below. If not all of these conditions can be met, compromises will need to be carefully discussed and considered.

Browsing

ADJACENT:

Library Entrance
Circulation Services

CLOSE:

Children's Area
Spanish Language
Collection

Children's Area

CLOSE:

Browsing Area
Spanish Language Collection
Circulation Services

AWAY:

Nonfiction Area
Young Adult Area

Circulation Services

ADJACENT:

Browsing
Multipurpose Room and
Homework Center

CLOSE:

Children's Area
Reference materials

Fiction Collection

CLOSE: Nonfiction

Library Entrance

ADJACENT:

Browsing
Multipurpose Room and
Homework Center
Restrooms

CLOSE:

Circulation Services
Children's Area

Multipurpose Room and Homework Center

ADJACENT:

Library Entrance
Circulation Services

Nonfiction Collection

CLOSE:

Fiction

AWAY:

Children's Area

Periodicals Collection

This section may be close to the Browsing Area, or in a quiet corner of the library. Either area is acceptable.

Spanish Language Collection

CLOSE: Browsing

Children's Area

Young Adult Area

AWAY: Children's Area

SUMMARY OF FACILITY SPACE REQUIREMENTS

LIBRARY AREA	REQUIRED SQUARE FOOTAGE	
BROWSING		322
Computer cluster	250	
New book display	24	
BOC, CD and video shelving	48	
CHILDREN'S LIBRARY		333
Children's collection and seating	333	
CIRCULATION SERVICES		258
Circulation Desk	136	
Staff workroom	122	
Equipment room	NA	
FICTION COLLECTION		144
Fiction Collection	144	
LIBRARY ENTRANCE		
Café table and seating area	60	
Plus adequate nonassignable space		
MULTIPURPOSE ROOM AND HOMEWORK CENTER		617
Storage room	110	
Kitchenette	59	
Meeting Room	448	
NONFICTION COLLECTION		288
Nonfiction collection and seating	288	
PERIODICALS COLLECTION		122
Current Magazine & Newspaper Display & Seating	122	
SPANISH LANGUAGE COLLECTION	96	
Spanish Language Collection		
YOUNG ADULT AREA		186
Young adult collection and seating	186	
NONASSIGNABLE SQUARE FOOTAGE		
Janitor's Closet		
Mechanical Room		
Restrooms		